



Fitzroy Basin Association Inc. Position Description

POSITION DETAILS

Title:	Senior Project Officer
Tenure:	Full time to June 2011 with possibility of extension.
Time Fraction:	1 FTE
Classification:	AD 6
Salary:	\$63,117 - \$67,970
Location:	Rockhampton
Reports to:	Operations Manager
Last Updated:	July, 2010

Organisational Environment

The Fitzroy Basin Association Inc (FBA) is the community-based regional organisation committed to sustainable development and management of the natural resources of Central Queensland.

The FBA's area of interest covers the whole of the Fitzroy Basin as well as the adjacent coastal catchments including the Styx, Shoalwater, Waterpark, Boyne and Calliope catchments. A long-term integrated regional natural resource management plan, the *Central Queensland Strategy for Sustainability – 2004 and Beyond (CQSS2)* has been developed for the protection of natural resource assets of the Fitzroy Basin.

FBA's vision is *"Empowered communities for a sustainable CQ"*. The Fitzroy Basin Association is an equal opportunity employer.

Purpose of the Position

The purpose of the position is to involve FBA in the process of approving regional development applications and to support development of the regional natural resource management plan.

Primary Duties

The Senior Project Officer will be responsible for efficient and effective delivery of the following functions:

- Respond to applications for development in the region
 - Maintain a register of stages and status of applications
 - Prepare submissions to various stages drawing on technical expertise, FBA policies, GIS and resource assessment studies
- Support development of regional natural resource management plan
 - Review CQSS2 for achievement of targets and knowledge gained since its development
 - Engage stakeholders in development of new plan
 - Prepare planning documents

Qualifications and Experience

Tertiary qualifications in, Natural Resource Management, Environmental Management, Planning or a related discipline desirable. Experience in a similar role will be highly regarded.

Other requirements:

- Experience in using email, Internet and the Microsoft Office suite
- Current Driver's license
- Willingness to travel to other centres with possible overnight stays

Salary, Superannuation and Benefits

The successful applicant will be able to negotiate an Individual Workplace Agreement consistent with the *Policies and Procedures – Human Resources* and FBA salary framework. FBA pays superannuation equivalent to 9% of salary, and will match contributions from the employee up to an amount equivalent to an additional 3% of salary.

FBA is keen to work with arrangements that suit the right person/people for the job, and to that end, are willing to negotiate part-time arrangements, including job sharing. Daily hours of work are flexible, reflecting the need for the successful applicant to work hours that suit clients.

Visit our web site at www.fba.org.au for further information on the role and organisation.

Applicants should forward their detailed Resume, contact details of two current business referees, and letter in support of their application to:

Alisha Penrose
Fitzroy Basin Association
P O Box 139
ROCKHAMPTON Q 4700

Or by email to Alisha.Penrose@fba.org.au

Closing Date: 5.00 p.m. Monday 16th August, 2010.

For further information regarding the role please contact Claire Rodgers on 4999 2803. Whilst applicants are not required to answer selection criteria in their written application, selection for the position will be based on the successful applicant's ability to demonstrate the following Selection Criteria at interview.

Selection Criteria

- Demonstrated experience in assessing development applications and ability to respond to all stages of the process
- Experience in review of natural resource management plans
- Demonstrated ability to prepare written submissions and reports
- Ability to work autonomously.



Fitzroy Basin Association

Employment Collection Notice

(to be included in all application for employment forms)

In applying for this position and submitting your application for employment you will be providing the Fitzroy Basin Association Inc with personal information, for example your name, address and information contained in your resume. We will collect and record this information in order to assess your application.

If you believe that any of your personal information held by us is incomplete or inaccurate you have the right, in accordance with the provisions of the Privacy legislation, to notify us and make any updates or corrections.

Where you have provided us with the name and address of a person in connection with your application (e.g. referee), you should inform the person of this, and the reason for it. You should also inform them that the information is to be used solely in connection with your application for employment.

In submitting this application for employment you agree that you will not seek access to references provided by third parties or to confidential notes or reports made by us relating to your application for employment. We seek your agreement in this regard to ensure that referees are not inhibited from providing complete and accurate references as to your suitability for the position.

I agree with the above conditions and certify that the information in this application is true, to the best of my knowledge. I understand that I have a duty to disclose sufficient information to enable a prospective employer to make a properly informed decision about my employment.

I agree to Fitzroy Basin Association Inc. retaining my personal information for a period of twelve months following the closing date for applications for this position.

Applicant's Signature: _____ **Date:** _____

Applicant's Name: _____